



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

PROGRAM DIRECTOR-QUALITY ASSURANCE DIRECTOR - DEVELOPMENTAL DISABILITIES PROGRAM

SALARY RANGE	\$6411 - \$7815
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Quality Assurance
FINAL FILING DATE	June 6, 2014

DESCRIPTION OF DUTIES: Under the direction of the Executive Director, is responsible for the development, implementation, supervision, and monitoring of the center-wide quality assurance systems (including all licensing related tasks). Manages a variety of staff disciplines, positions and functions and administration of the Quality Assurance budget. Serves as liaison between the Executive Committee and all other departments regarding quality assurance/enhancement activities. Provides direct supervision of professional staff including, but not limited to: Standard Compliance Coordinators, Registered Nurses, Associate Governmental Program Analysts, Case Managers, and clerical/data entry staff. Serves as the direct liaison with all licensing entities.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: PROGRAM DIRECTOR-QUALITY ASSURANCE DIRECTOR-
DEVELOPMENTAL DISABILITIES PROGRAM
RELEASE DATE: 05/30/14